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INTRODUCTION:

Occasionally there may be instances when the Funds Allocation Report does not accurately reflect the deposit amount. It is important to recognize and correct these errors before running the Single Action Invoice process which will finalize your bills. The following list outlines possible scenarios where corrections would be required in OTC – Billing to adjust FAR amounts:

1. Wrong Method of Payment (MOP) used on a transaction that impacts the FAR.
 - Wrong MOP = Escrow, CCU, PNP, APL and LNJ (MDEC CC only), Stars or Revenue.
2. FAR Report is Greater than the actual Deposit amount.
 - Ex. Cashier missed a Void or amount rung incorrectly.
3. FAR Report is Less than the actual Deposit amount.
 - Ex. Cashier rang a revenue item as Escrow.
4. Wrong Charge Code from register, Accounting Allocation needs correction (Business License Scenario).

FIX 1: Change MOP on All Related Bills

Possible Scenario: Wrong Method of Payment used on a receipt.

Solution: Locate the affected bill to correct the Pay Method on the Header and DeptID on the Accounting line. Re-run the FAR to see the corrections made.

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display. Find all related Bills.
 - a. Enter your **Business Unit**: (JUD##), where ## is your 2-digit county code.
 - b. Enter the **Contract** number (i.e. Receipt number) for the transactions that need to be adjusted.

NOTE: There may be multiple Bills per receipt that need to be adjusted. Do not assume it is a 1:1 relationship.
 - c. Click the **Search** button.
 - i. Select the Bill that needs to be adjusted from the Search Results list. If not listed modify the search criteria to find the transaction.

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit = ▼ JUD13

Invoice begins with ▼

Bill Status = ▼

Customer begins with ▼

Contract begins with ▼ 1500001338

Bills in Business Unit = ▼

Template Invoice Flag = ▼

☐ Case Sensitive

Basic Search



2. The default tab, [Header – Info 1](#), of the Bill detail page will display.

a. Change the **Pay Method** on the Bill as required.

- i. CASH = Cash
- ii. CHECK = Check
- iii. CREDIT = Credit
- iv. CCU = Central Collection Unit
- v. PNP = Parole and Probation
- vi. APL = Appeal Cases (MDEC Circuit Court Only)
- vii. LNJ = Judgement Liens
- viii. STARS = Electronic Fund Transfer

b. Click the [Notes](#) link at the bottom of the screen and add an audit note as to the reason for the change.

The screenshot shows the GEARs Bill detail page for Unit JUD13, Invoice 0003092059. The Pretax Amt is 0.00 USD. The Status is NEW, *Type is BUS, and *Customer is JUD13. The Invoice Date is 02/12/2017, Source is REGISTER, and Cycle ID is DAILY. The *Frequency is Once. The *Invoice Form is NO_PRINT, Accounting Date is 02/12/2017, Remit To is BOA, Sales is 13-00-00, Credit is DEFAULT, and Billing Specialist is DEFAULT. The From Date is empty, Pay Terms is IMMED, Bank Account is 13, Bill Inquiry Phone is empty, Collector is DEFAULT, and Billing Authority is DEFAULT. The To Date is empty. The Pay Method is set to Check. The Notes link is circled in the bottom left navigation area. The Page Series is Prev Next. The Navigation is Header - Info 1. The buttons are Save, Return to Search, Notify, Refresh, Add, and Update/Display.

c. Click the [Line – Info 1](#) tab at the top.



3. The [Line – Info 1](#) tab, of the Bill detail page will display.
 - a. If you are changing the Pay Method from Cash or Check to Credit, CCU, PNP, APL, LNJ or STARS, then you will need to change all the lines with identifier of BUS-PAYMENT.

Header - Info 1 | **Line - Info 1**

Unit JUD13 Bill To JUD13 Pretax Amt 0.00 USD
Invoice 0003092059 Howard County Circuit Court Max Rows 5

Bill Line Find | View All First 2 of 2 Last

Identifier Look Up Date 02/12/2017

Seq 2 Line
Table ID Identifier **BUS-PAYMENT** Net Extended -288.00
Description

Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price -288.0000 Line Type MISC ☒ Accumulate
Gross Extended -288.00 Tax Code ☐ Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

- b. Change the row or rows from Bus-Payment to the appropriate CLEAR-XXX. (xxx = the Pay Method from the Header- Info 1 page). You will be prompted with several questions, answer 'OK'.
 - c. Re-enter the Amount in the Gross Extended as a negative amount.
 - d. Click the Accounting link.

Header - Info 1 | **Line - Info 1**

Unit JUD13 Bill To JUD13 Pretax Amt 0.00 USD
Invoice 0003092059 Howard County Circuit Court Max Rows 5

Bill Line Find | View All First 2 of 2 Last

Identifier Look Up Date 02/12/2017

Seq 2 Line
Table ID Identifier **CLEAR-CRD** Net Extended -288.00
Description

Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price -288.0000 Line Type MISC ☒ Accumulate
Gross Extended **-288.00** Tax Code ☐ Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00

Net Extended -288.00
VAT Amount 0.00
Tax Amount 0.00
Net Plus Tax -288.00

Go to: Line Info 2 Tax **Accounting** Discount/Surcharge



4. The **Acctg – Rev Distribution** page will display.
 - a. Increase the Max Rows to see all Bill Lines if needed; click “View All” to see all bill lines.
 - b. Enter the corresponding **Dept ID** (see Header – Info 1 tab to confirm Pay Method) in the “Dept” field for all bill lines with Line Type = “REV”.
 - CSH = Cash
 - CHK = Check
 - CRD = Credit
 - CCU = Central Collection Unit
 - PNP = Parole and Probation
 - APL = Appeal Cases (MDEC CC only)
 - LNJ = Judgement Liens (MDEC CC only)
 - EFT = STARS
 - c. Click the **Save** Button.
 - d. Repeat the process for each Bill header related to the receipt being changed.

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Unit JUD13 Bill To JUD13 Pretax Amt 0.00 USD
Invoice 0003092059 Howard County Circuit Court Max Rows 5

Bill Line Find | **View All** First 1 of 2 Last

Seq 1 Line Net Extended 288.00
Identifier UCS-1203 Description

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R130105466	C13	13010	0001	5466	1301	A1300	AY2017	CRD	100.000

Percent 100.00 Amount 288.00 Gross Extended 288.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

NAVIGATION: Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

5. The **Aoc Run Bill Far** Run Control page will display.
 - a. Choose your Run Control and re-run the FAR to see the changes reflected on the Reports.
NOTE: Ex. If changing from REVENUE to STARS you will need to re-run both the REVENUE and STARS FAR reports, or whichever two payment methods were affected by the change.

End of Method of Payment Correction Process

**FIX 2: FAR Report is Greater Than Deposit Amount - Bill is not Valid:**

Possible Scenarios: Cashier rang payment in as Revenue instead of the Escrow, or Cashier missed a void and there is an overage on the FAR.

Solution: The bill needs to be canceled to remove the amount from the FAR totals.

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display. Find all related Bills.
 - a. **Business Unit:** Enter (JUD##), where ## is your 2-digit county code.
 - b. **Contract:** Enter original Receipt number.
 - c. Click the **Search** button.
 - i. Select the Bill that needs to be adjusted from the Search Results list.
2. The default tab, **Header – Info 1**, of the Bill detail page will display.
 - a. Change the Status of the Bill to Canceled = CAN to remove it from the FAR balance.
 - b. Click the **Notes** link at the bottom of the page to add an audit note with the reason for the change.
 - c. Click the **Save** button.

Header - Info 1 | Line - Info 1

Unit JUD13 Invoice 0003092059 Pretax Amt 0.00 USD

Status **CAN** Invoice Date 02/12/2017 Cycle ID DAILY

*Type BUS Source REGISTER *Frequency Once

*Customer JUD13 SubCust1 SubCust2

Howard County Circuit Court

*Invoice Form NO_PRINT From Date To Date

Accounting Date 02/12/2017 Pay Terms IMMED Pay Method Credit

Remit To BOA Bank Account 13

Sales 13-00-00 Bill Inquiry Phone

Credit DEFAULT Collector DEFAULT

Billing Specialist DEFAULT Billing Authority DEFAULT

Default Biller Default Biller

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Page Series Prev Next

Save Return to Search Notify Refresh Add

NAVIGATION: Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

3. The **Aoc Run Bill Far** Run Control page will display.
 - a. Choose your Run Control and re-run the FAR to see the changes reflected on the Reports.

End of Bill Cancellation Process



FIX 3: FAR Report is Less Than Deposit Amount - Bill is not in GEARS:

Possible Scenario: Cashier rang payment in as Escrow instead of Revenue, or cashier used an invalid register key which is not setup in GEARS, or the cashier ran an incorrect amount. **Note:** Be sure you have run all your FAR reports to ensure the amount is not over for another payment method.

Solution: A Bill needs to be added to the batch of work to add the missing amount to the FAR.

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
 - a. Click the **Add a New Value** tab to create a new Bill.
 - b. Complete all fields with the following:
 - i. **Business Unit:** "JUD##", where ## is your 2-digit county code.
 - ii. **Invoice:** Defaults to "NEXT", meaning the next available bill number will be automatically assigned.
 - iii. **Bill Type Identifier:** "BUS"
 - iv. **Bill Source:** "REGISTER"
 - v. **Customer:** "JUD##"
 - vi. **Invoice Date:** Same as other transactions.
 - vii. **Accounting Date:** Same as Z-date
 - c. Click the **Add** button.

Bill Entry

Business Unit

JUD13

Invoice

NEXT

Bill Type Identifier

BUS

Bill Source

REGISTER

Customer

jud13

Invoice Date

02/12/2017

Accounting Date

02/12/2017

Add



2. The default tab, **Header – Info 1**, of the Bill detail page will display
 - a. **Sales:** change value from “DEFAULT” to your county location number (e.g.: “12-00-00”).
 - b. **Source:** confirm field is set to “REGISTER”.
 - c. **Pay Method:** select Check, Cash, Credit, CCU, PNP, APL, LNJ, or EFT for STARS.
 - d. Confirm the other fields you populated on the previous **Add a New Value** page are correct.
 - e. Click the **Line – Info 1** tab.


The screenshot shows the 'Header - Info 1' tab selected. The form contains the following fields and values:

Unit	JUD13	Invoice	NEXT	Pretax Amt	0.00	USD
Status	NEW	Invoice Date	02/12/2017	Cycle ID	DAILY	
*Type	BUS	Source	REGISTER	*Frequency	Once	
*Customer	JUD13	SubCust1		SubCust2		
Howard County Circuit Court						
*Invoice Form	NO_PRINT	From Date		To Date		
Accounting Date	02/12/2017	Pay Terms	IMMED	Pay Method	Check	
Remit To	BOA	Bank Account	13			
Sales	13-00-00	Bill Inquiry Phone				
Credit	DEFAULT	Collector	DEFAULT			
Billing Specialist	DEFAULT	Billing Authority	DEFAULT			
Default Biller		Default Biller				

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Add Update/Display



3. The [Line – Info 1](#) page will display.
 - a. Complete the following fields:
 - i. **Table:** Enter “ID”.
 - ii. **Identifier:** Enter charge code of the item from the receipt that needs to be added.
 - iii. **Gross Extended:** Enter amount of the item/charge code.
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. If the original receipt has more than one Charge Code, add another bill line.
 1. Select the plus sign  to the right to add.
 - vi. Repeat steps (3.a. i-v) for all items on the original receipt, except BUS-Payment or CLEAR-XXX.

Header - Info 1 | **Line - Info 1**

Unit JUD13 Bill To JUD13 Pretax Amt 80.00 USD Invoice NEXT Howard County Circuit Court Max Rows 5

Bill Line Find | View All First 1 of 1 Last

Identifier Look Up Date 02/12/2017

Seq 1 Line Net Extended 80.00
Table ID Identifier UCS-1101 Description CV Filing Fee

Quantity 1.0000 From Date To Date
Unit of Measure EA Line Type REV ☒ Accumulate
Unit Price 80.0000 Tax Code ☐ Tax Exempt
Gross Extended 80.00 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	80.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	80.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Line - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display



OTC – Making FAR Corrections

- b. After all lines are added for the Charge Codes, click the plus sign to add another bill line to represent the BUS-Payment or CLEAR-XXX amount. (This line will be the total of all the Bill lines entered as a credit to balance your transaction.)
- c. Complete the following fields:
 - i. **Table:** Enter "ID".
 - ii. **Identifier:** Enter BUS-Payment if Pay Method = Cash or Check
 1. Enter CLEAR-XXX if Pay Method = Credit, EFT, CCU, APL, LNJ or PNP
 - iii. **Gross Extended:** Enter the **NEGATIVE** amount of the item/charge code. (e.g. -25.00)
 1. Be sure the Pretax Amt at the top is **\$0.00**
 - iv. Click the **Refresh** button at the bottom of the screen to auto-fill the other data.
 - v. Click the [Accounting](#) link at the bottom of the page.

Header - Info 1 | Line - Info 1

Unit JUD13 Bill To JUD13 Pretax Amt 0.00 USD
Invoice NEXT Howard County Circuit Court Max Rows 5

Bill Line Find | View All First 2 of 2 Last

Identifier Look Up Date 02/12/2017

Seq 2 Line Net Extended -80.00
Description Payment Received

Table ID Identifier BUS-PAYMENT

Quantity 1.0000 From Date To Date

Unit of Measure EA Line Type MISC ☒ Accumulate

Unit Price -80.0000 Tax Code ☐ Tax Exempt

Gross Extended -80.00 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	-80.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	-80.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry

Summary Bill Search Line Search Navigation Line - Info 1

Page Series Prev Next

Save Notify Refresh Add Update/Display

4. The [Acctg – Rev Distribution](#) page will display.



OTC – Making FAR Corrections

- Click the “View All” link to complete the Charge Code allocation information for each bill line. If you do not know the allocation strategy for the Charge Code, use the Charge Code Look up section in the Appendix or run the AOC_CHARGE_ID_LISTING query.
- Enter the corresponding **Dept ID** in the “Dept” field for all bill lines with Line Type = “REV”.
NOTE: Below are the valid DeptID for bills with Type = “BUS” on the Header – Info 1 tab.
 - CSH = Cash
 - CHK = Check
 - CRD = Credit
 - EFT = STARS
 - CCU = Central Collection Unit
 - PNP = Parole and Probation
 - APL = Appeal Cases (MDEC Only)
 - LNJ = Judgement Liens
- The BUS_PMT and CLEAR- XXX GL information automatically fills requiring no change.
- Confirm the **Pretax Amt:** is 0.00 USD. This means your bill is in balance.
- Click the **Save** button to save your bill and generate a new Invoice number.
- Select ‘Header - Order Info’ option from the **Navigation:** drop-down at the bottom of the page.

Header - Info 1 | Line - Info 1 | Revenue Distribution

Unit JUD13 Bill To JUD13 Pretax Amt 0.00 USD Max Rows 5

Invoice 0009171783 Howard County Circuit Court

Bill Line Find View 1 First 1-2 of 2 Last

Seq 1 Line Net Extended 80.00
Identifier UCS-1101 Description CV Filing Fee

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agg	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R130107536	C13	13010	0001	7536	1301	A1300	AY2017	CHK	100.000

Percent 100.00 Amount 80.00 Gross Extended 80.00

Seq 2 Line Net Extended -80.00
Identifier BUS-PAYMENT Description Payment Received

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch Agg	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
BUS_PMT	C13		0001	2101					100.000

Percent 100.00 Amount -80.00 Gross Extended -80.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search

Navigation Acctg - Rev Distribution Page Series Prev Next

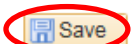
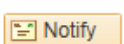

Save Notify Refresh Add Update/Display



5. The **Header – Order Info** screen will display.
 - a. **PK Slip No:** Enter the **Treasury Code#** (this is the same as your Deposit Slip number.)
NOTE: THE TREASURY CODE MUST BE ENTERED - If the Treasury Code is not entered, when the FAR is reprinted, the new bill will print on a separate FAR without a Control Number.
 - b. Verify or Add the following transaction information:
 - i. **Case Number:** if relevant.
 - ii. **Contract:** this is the Original Receipt #.
 - iii. **PO Ref:** this is the Original Cash Register #, if relevant.
 - c. Click the **SAVE** button.

Header - Info 1		Header - Order Info		Line - Info 1	
Unit	JUD13	Bill To	JUD13	Pretax Amt	0.00 USD
Invoice	0009171783	Howard County Circuit Court			
PO Ref		Freight Terms		Ship Via	
Contract	1500056002	Case Number		PK Slip No	004459
Contract Date		Sold To		Sold Loc	
Contract Type		Ship To		Ship Loc	
OM Bus Unit					
Order No					
Order Date					
Ship Bus Unit					
Ship ID					

Go to:	Header Info 2	Address	Copy Address
Notes	Express Entry		Attachments
Summary	Bill Search	Line Search	Navigation

NAVIGATION: Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts

6. The **Aoc Run Bill Far** Run Control page will display.
 - a. Choose your Run Control and re-run the appropriate FAR report to see the changes reflected on the Reports. (Should the report not include the new bill, review the previous steps or enter a Helpdesk ticket for assistance.)

End of Adding a New Bill Process



FIX 4: Wrong Charge Code from the Register:

Possible Scenario: Wrong Charge code from the register was selected but the amount is correct, or the GEARS Charge Code setup was found to be incorrect. (Ex. Wrong Business License Municipality key was selected)

Solution: Add a new line and notes to the bill to maintain the integrity of the original data and then remove the incorrect line.

NAVIGATION: Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display. Find all related Bills.
 - a. **Business Unit:** Enter (JUD##), where ## is your 2-digit county code.
 - b. **Contract:** Enter original Receipt number.
 - c. Click the **Search** button.
 - i. Select the Bill that needs to be adjusted from the Search Results list. If not listed modify the search criteria to find the transaction.

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit

= ▼

JUD13

🔍

Invoice

begins with ▼

🔍

Bill Status

= ▼

▼

Customer

begins with ▼

🔍

Contract

begins with ▼

1500001338

Bills in Business Unit

= ▼


🔍

Template Invoice Flag

= ▼

▼

☐ Case Sensitive





2. The default tab, *Header – Info 1*, of the Bill detail page will display.
 - a. Click the [Notes](#) link at the bottom of the screen and add an audit note as to the reason for the change.
 - b. Click the *Line – Info 1* tab.

Header - Info 1		Line - Info 1	
Unit	JUD13	Invoice	0003092059
Pretax Amt	0.00	USD	
Status	NEW	Invoice Date	02/12/2017
*Type	BUS	Source	REGISTER
*Customer	JUD13	SubCust1	
Howard County Circuit Court		Cycle ID	DAILY
*Invoice Form	NO_PRINT	*Frequency	Once
Accounting Date	02/12/2017	SubCust2	
Remit To	BOA	From Date	
Sales	13-00-00	Pay Terms	IMMED
Credit	DEFAULT	Bank Account	13
Billing Specialist	DEFAULT	Bill Inquiry Phone	
Default Biller		Collector	DEFAULT
		Billing Authority	DEFAULT
		Default Biller	
Go to:	Header Info 2	Address	Copy Address
Notes	Express Entry		Attachments
Summary	Bill Search	Line Search	Navigation
		Header - Info 1	
Save		Return to Search	
Notify		Refresh	
		Add	
		Update/Display	



3. The [Line – Info 1](#) page will display.
 - a. Find the Bill line where the Identifier is incorrect.
 - b. In the Identifier field, enter the correct Charge Code or use the look-up glass to the right of the line to find the correct Charge Code:
 - i. **Identifier:** Enter the correct charge code that should have been added.

Note: A warning message will appear telling you the amount will need to be re-entered.
 - ii. **Gross Extended:** Enter amount of the item/charge code.
 - iii. Click the **Refresh** button at the bottom of the screen to auto-fill the other data Click the [Accounting](#) link at the bottom of the [Line Info 1](#) page.

Header - Info 1

Line - Info 1

Unit JUD13
Invoice NEXT

Bill To JUD13
Howard County Circuit Court

Pretax Amt
80.00 USD

Max Rows 5

Identifier Look Up Date 02/12/2017

Find | View All

First 1 of 1 Last

Seq 1
Table ID

Line
Identifier UCS-1101

Net Extended 80.00
Description CV Filing Fee

Quantity 1.0000
Unit of Measure EA
Unit Price 80.0000
Gross Extended 80.00

From Date
To Date
Line Type REV
Tax Code
Exempt Cert

☒ Accumulate
☐ Tax Exempt

Less Discount 0.00
Plus Surcharge 0.00
Net Extended 80.00
VAT Amount 0.00
Tax Amount 0.00
Net Plus Tax 80.00

Go to:
Notes
Summary

Line Info 2
Express Entry
Bill Search

Tax
Line Search

Accounting

Discount/Surcharge

Navigation Line - Info 1

Page Series
Prev Next

Save

Notify

Refresh

Add

Update/Display



OTC – Making FAR Corrections

4. The **Acctg – Rev Distribution** page will display.
 - a. Click the “View All” link to complete the Charge Code allocation information for each bill line. If you do not know the allocation strategy for the Charge Code, use the Charge Code Look up section in the Appendix or run the AOC_CHARGE_ID_LISTING query.
 - i. Each new Charge Code entered on the Line-Info 1 page will need a Revenue Code.
 - b. Enter the corresponding **Dept ID** in the “Dept” field for all bill lines with Line Type = “REV”.
NOTE: Below are the valid DeptID for bills with Type = “BUS” on the Header – Info 1 tab.
 - CSH = Cash CCU = Central Collection Unit
 - CHK = Check PNP = Parole and Probation
 - CRD = Credit APL = Appeal Cases (MDEC Only)
 - EFT = STARS LNJ = Judgement Liens
 - i. The BUS_PMT and CLEAR- XXX GL information automatically fills requiring no change.
 - c. Confirm the **Pretax Amt:** is 0.00 USD. This means your bill is in balance.
 - d. Click the **Save** button to save your bill and generate a new Invoice number.

Header - Info 1 | Line - Info 1 | **Revenue Distribution**

Unit JUD13 Bill To JUD13 Pretax Amt **0.00 USD** Max Rows 5

Invoice 0009171783 Howard County Circuit Court

Bill Line Find | **View All** First 1 of 2 Last

Seq 1 Line Identifier UCS-1101 Net Extended 80.00 Description CV Filing Fee

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R130107536	C13	13010	0001	7536	1301	A1300	AY2017	CHK	100.000

Percent 100.00 Amount 80.00 Gross Extended 80.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation Acctg - Rev Distribution

Save Notify Refresh Page Series Prev Next

Add Update/Display

NOTE: If this charge code has multiple revenue distribution lines, you will need to use the ‘+’ to include a row for each. Make sure the amounts and percentages are correct. All of the PCA/Object combinations relevant for your court location will be listed on the look-up list. If the correct combination and percentages are not entered correctly the bill will not save.



NAVIGATION: *Main Menu > Reporting Tools > Query > Query Viewer*

5. Run the **AOC_CHARGE_ID_ALLOCATIONS** query to verify the movement of the revenue to the correct charge code.

NAVIGATION: *Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts*

6. The **Aoc Run Bill Far** Run Control page will display.
 - a. Choose your Run Control and re-run the appropriate FAR report to see the changes reflected on the Reports.

End of the Add New Bill Line/Delete Incorrect Bill Line Process.

End of Document